

Instructions for Preparing the Promotion Statement for Research Faculty

Promotion statements for research faculty are to be prepared in the same manner as the promotion and tenure statements for tenure-track faculty. However, research faculty are not eligible for tenure, and their promotions are to be based only on performance in the areas of research, scholarship, and service. Therefore, the narrative section includes six parts:

- I. Curriculum Vitae
- II. Description of Research and Scholarly Activities
- III. Evaluation of Research and Scholarly Activities
- IV. Description of Service Activities
- V. Evaluation of Service Activities
- VI. Recommendations

A document appendix is also part of the statement.

Most research faculty are associated with a single department. In such a case, the department chairperson and the department promotion and tenure committee function as they do in considerations of tenure-track faculty. If the research faculty member has a joint appointment, the promotion will be initiated only through the designated home unit. If the research faculty member is associated with a program that is not under the administration of a single department, an ad hoc promotion committee will be formed. It must consist of no fewer than three tenured faculty all of whom have scholarly expertise related to that of the candidate and may include research faculty at an equal or higher rank than the candidate. The dean or deans who approved the original appointment of the research faculty member will appoint the members of the ad hoc promotion committee. The candidate may suggest nominees, but it is not required that the committee include any of the candidate's nominees.

The department (or committee) chairperson is responsible for the preparation of the statement, but to ensure accuracy and completeness, the curriculum vitae and the description sections should be written in close collaboration with the candidate. In fact, it is preferable that these sections be written by the candidate and verified by the chairperson. The evaluation and departmental recommendation sections are confidential and must be written either by the chairperson or a member of the department (or ad hoc) promotion and tenure committee. The chairperson's and dean's own recommendations are to be written by the respective individuals. The statement should be maintained electronically, and must be retained by both the department and the dean. After the appropriate recommendations are added at the college/school level, including the recommendation from the graduate dean and the senior vice provost for research, economic engagement and outreach, the dean transmits the materials to the provost and vice president for academic affairs.

- Pages in parts I-VI should be numbered consecutively starting with Curriculum Vitae as page 1.
- The curriculum vita is to be confined to the one-page form supplied.
- Each sub-section of the narrative should be headed by the topic to be addressed (the words in capital letters). The statements after each question in the below template are part of the instructions and are not to be included in the heading.
- In the narrative section, the topics should be addressed in the order listed in the template.
- The appendix should be a separate document (e.g., PDF) and may contain links to videos, websites, etc.
- Pages in the appendix should be numbered consecutively beginning with A-1.
- The first item in the appendix should be the candidate's complete professional resume (exclusive of publications).
- Documentation – supporting letters and other materials – should appear in the appendix in the order in which they are first mentioned in the narrative.

- Copies of the faculty member's annual reports and annual evaluations should be placed in chronological order at the end of the appendix.
- Electronic signatures are acceptable throughout the document (e.g., for all recommendations)

**RESEARCH FACULTY
PROMOTION
NARRATIVE SECTION**

STATEMENT ON BEHALF OF:

(Name)

(Department)

(College)

(Date)

II. DESCRIPTION OF RESEARCH AND SCHOLARLY ACTIVITIES

1. THE RESEARCH FACULTY MEMBER'S OWN OPINION OF THE SIGNIFICANCE AND SUCCESS OF THEIR SCHOLARSHIP.

A one- or two-page self-evaluation, which may be supported by documentation. Candidates should document the work they did in collaboration with other faculty members and make explicit the nature of their contribution to the collaborative work.

2. ADVISING AND SUPPORT OF GRADUATE STUDENTS.

Identify the students who the research faculty member has supported and advised and the current status of each student (completed or current). For completed students, indicate their current positions. Also provide the number of students in each category for whom the faculty member served on the graduate committee.

3. LIST OF THE RESEARCH FACULTY MEMBER'S PUBLISHED SCHOLARLY WORK.

If the faculty member is in a discipline in which scholarly work is usually exemplified by publications, the following order should be used: a) Books and Monographs; b) Textbooks; c) Refereed Articles; d) Other Articles; e) Reviews and Miscellaneous Publications. These should be cited in the standard entry form used in the faculty member's field.

4. LIST OF RESEARCH FACULTY MEMBER'S SCHOLARLY WORK SOON TO BE PUBLISHED.

Follow the same order and format as in the above item, and identify each as "in press," "submitted," or "in preparation." Provide dates of actual or expected submission.

5. LIST OF ORAL PRESENTATIONS BEFORE PROFESSIONAL GROUPS.

Include titles and dates of the talks and the identity of the groups hearing the presentations.

6. GRANTS, CONTRACTS, OR FELLOWSHIPS FOR WHICH THE RESEARCH FACULTY MEMBER HAS APPLIED.

Identify the purpose, the number of graduate assistants supported on the grant, and which have been funded. Candidates should document the work they did in collaboration with other faculty members.

7. PRIZES OR OTHER HONORS WON BY THE RESEARCH FACULTY MEMBER.

8. PROFESSIONAL ORGANIZATIONS IN WHICH THE RESEARCH FACULTY MEMBER IS PARTICULARLY ACTIVE.

Indicate the nature of the activity, such as holding office, performing committee duties, participating in regional or national meetings, etc.

9. (Omit if not applicable) ADDITIONAL AREAS OF SCHOLARSHIP AND WORK WITH PERSONS IN OTHER DEPARTMENTS, IN CENTERS, OR WITH GROUPS OFF CAMPUS. This may involve professional work with industries or other organizations. It does not include professional consulting.

III. EVALUATION OF RESEARCH AND SCHOLARLY ACTIVITIES

1. THE COMMITTEE'S EVALUATION OF THE SCHOLARLY WORK OF THE RESEARCH FACULTY MEMBER.

Evaluate the quality of the faculty member's scholarly writing and the journals in which it appears. Scholarly work since the last promotion should be reviewed. Which of the pieces represent important contributions in reputable journals? Which appear in the major refereed journals in the faculty member's field? Where these are available, summarize or quote from reviewers' opinions or include copies of reviews in the appendix. For books, clearly identify the nature of the publisher and the process of acceptance for publication. For joint publications indicate the faculty member's contribution.

2. EFFECTIVENESS OF THE CANDIDATE AS AN ADVISOR OF GRADUATE STUDENTS.

Describe criteria used in assessing effectiveness.

3. OUTSIDE REPUTATION OF THE RESEARCH FACULTY MEMBER'S SCHOLARLY WORK.

How well known is the faculty member outside the University, and for what? Is the faculty member known regionally, nationally, internationally?

4. OUTSIDE LETTERS OF EVALUATION.

If the faculty member is being considered for promotion to associate or full professor, provide (in the appendix) letters from five or more persons in their field from off campus speaking to the candidate's professional contribution to scholarship.

a) By whom are the letters written?

b) How were these persons chosen? A stronger case will be made if some of the evaluators are selected by the department committee rather than by the candidate. What is the relationship of the candidate with the outside reviewer? Reviewers should be neutral and not pose a risk for conflict of interest. Candidates should not contact outside evaluators.

c) What are their professional credentials? It is important to choose outside evaluators whose opinions will be influential by virtue of their own positions and reputations. It should be obvious to the P&T committees and the deans that the evaluators are knowledgeable about the faculty member's discipline.

d) On what page in the appendix is a sample letter of solicitation included? It is important to request the evaluation in a neutral manner and to ask the evaluator to indicate the basis of their recommendation. Sample letters to request evaluations are available in the deans' offices.

e) On what pages in the appendix will the letters be found?

f) Summarize the contents of these letters and provide any appropriate reaction or further comment.

5. (Omit if not applicable) EVALUATION OF THE WORK OF THE RESEARCH FACULTY MEMBER AS DESCRIBED IN ITEM 9 OF THE PREVIOUS SECTION.

What is the committee's opinion of this work? Were outside letters obtained commenting on this work?

- a) If so, identify the writers and cite the locations of the letters in the appendix.
- b) If not, briefly explain why such letters were not obtained.

6. COMMITTEE EVALUATION OF GRADUATE STUDENT SUPPORT.

Describe criteria used in assessing effectiveness.

IV. DESCRIPTION OF SERVICE ACTIVITIES

1. THE RESEARCH FACULTY MEMBER'S OWN OPINION OF THE EFFECTIVENESS OF THEIR SERVICE.

This should be a one- or two- page self-evaluation, which can be supported by documentation.

2. ACTIVITIES IN SUPPORT OF THE UNIVERSITY'S LAND GRANT, SEA GRANT, SPACE GRANT AND OTHER PUBLIC SERVICE MISSIONS.

Include program development and teaching in continuing education, Cooperative Extension work, decision-oriented applied research and consultation efforts, services to the public that are by-products of research projects, etc.

3. DEPARTMENTAL COMMITTEES ON WHICH THE CANDIDATE HAS SERVED.

List the committees and the years served and indicate whether the candidate has chaired any of the committees. If the purpose and accomplishments of these committees are not obvious, please briefly describe them.

4. UNIVERSITY, SCHOOL/COLLEGE, INSTITUTE OR OTHER COMMITTEES ON WHICH THE CANDIDATE HAS SERVED.

As above, indicate the extent of service and the role of the candidate on the committees.

5. OTHER DEPARTMENTAL RESPONSIBILITIES ASSUMED BY THE RESEARCH FACULTY MEMBER.

Include service as coordinator of graduate program, organizer of seminar series, etc.

6. THE CANDIDATE'S CONTRIBUTIONS TO SCHOLARLY AND PROFESSIONAL ORGANIZATIONS.

This may include service to a discipline through professional association membership, journal editorship, review of manuscripts, etc.

V. EVALUATION OF SERVICE ACTIVITIES

1. EVALUATION OF THE RESEARCH FACULTY MEMBER'S PUBLIC SERVICE ACTIVITIES.

Include supporting letters in the appendix. Briefly identify the writer's connections with the candidate.

2. THE COMMITTEE'S EVALUATION OF THE RESEARCH FACULTY MEMBER'S CONTRIBUTIONS TO THE DEPARTMENT THROUGH COMMITTEE WORK AND IN OTHER CAPACITIES.

3. EVALUATION OF THE RESEARCH FACULTY MEMBER'S CONTRIBUTIONS TO THE UNIVERSITY AND SCHOOL OR COLLEGE.

Include supporting letters in the appendix. If letters are supplied, briefly identify the writers' connections with the candidate.

4. EVALUATION OF THE RESEARCH FACULTY MEMBER'S CONTRIBUTIONS TO SCHOLARLY AND PROFESSIONAL ORGANIZATIONS.

Include supporting letters in the appendix; briefly describe the writers' connections with the faculty member.

VI. RECOMMENDATIONS

1. DEPARTMENT PROMOTION COMMITTEE RECOMMENDATION

Indicate the recommendation and summarize the bases for it in research, scholarship, and service. **Please report the numerical vote.** Complete the following statement:

The Department Promotion Committee recommends that

(first) (middle) (last name)

By a vote of: _____ Approve _____ Deny _____ Absent _____ Abstain (**indicate numerical vote**)

() be promoted to the rank of _____
() be retained in present rank

Signed: _____

Committee Chairperson (date)

2. SIGNATURES OF MEMBERS OF THE DEPARTMENT PROMOTION COMMITTEE

Voting members of the department (or ad hoc) promotion committee should **sign below and date**, indicating that they have read the complete contents of the “statement” and have voted or abstained in the above recommendation. List any non-voting members of the committee.

3. DEPARTMENT CHAIRPERSON'S RECOMMENDATION

Provide in your own words your assessment of the faculty member's performance and your recommendation. Indicate whether your recommendation is the same as or different from the committee's and why. Complete the following statement.

This document includes the recommendation of the department promotion committee. My recommendation, as department chairperson, considers its recommendation and the material contained herein. It is recommended that:

(first)

(middle)

(last name)

() be promoted to the rank of _____

() be retained in present rank

Signed: _____

Department Chairperson

(Date)

4. RECOMMENDATION OF THE COLLEGE/SCHOOL PROMOTION COMMITTEE

Indicate the recommendation and summarize the bases for it in research, scholarship, and service.
Indicate numerical vote.

By a vote of: _____ Approve _____ Deny _____ Absent _____ Abstain

5. SIGNATURES OF THE COLLEGE/SCHOOL PROMOTION COMMITTEE.

Voting members should **sign and date**, indicating that they have read the complete contents of the “statement” and have voted or abstained in the above recommendation. List any nonvoting members of the committee.

6. RECOMMENDATION AND SIGNATURE OF THE GRADUATE DEAN

Indicate the recommendation and summarize the bases for it in research, scholarship, and service.

7. RECOMMENDATION AND SIGNATURE OF THE COLLEGE/SCHOOL DEAN

Indicate the recommendation and summarize the bases for it in research, scholarship, and service.

8. RECOMMENDATION AND SIGNATURE OF THE SENIOR VICE PROVOST FOR RESEARCH, ECONOMIC ENGAGEMENT AND OUTREACH.

Indicate the recommendation and summarize the bases for it in research, scholarship, and service.

**RESEARCH FACULTY
PROMOTION DOCUMENTATION APPENDIX**

STATEMENT ON BEHALF OF:

(Name)

(Department)

(College)

(Date)